

<p style="text-align: center;"><b>TOPIC 8</b> <b>CHIEF PETTY OFFICER'S UNIFORM REQUIREMENTS AND REGULATIONS</b></p>
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**ENABLING OBJECTIVES:**

- 8.1 **EXPLAIN** the uniform policy when traveling or commuting.
- 8.2 **IDENTIFY** the basic components of the Chief Petty Officer's uniform and their proper wear.
- 8.3 **LIST** the badges and decorations authorized for wear with the Chief Petty Officer's uniform.
- 8.4 **DESCRIBE** the correct wearing of the Chief Petty Officer's uniform.

**ALLOTTED TEACHING TIME:**

2.0 hours

**STUDENT PREPARATION:**

A. Student Support Materials:

- 1. Student Guide, NAVEDTRA 38202-B,  
(1 per student)

B. Reference Publications: None

**INSTRUCTOR PREPARATION:**

A. Review related student material.

B. Make reference publications available in class during presentation.

C. Reference Publications:

- 1. NAVPERS 15665 (Series), U.S. NAVY Uniform Regulations.
- 2. SECNAVINST 1650 (Series) Navy and Marine Corps Awards Manual.

D. Supplemental References:

These readings are suggested as additional sources of information. Although not required, you are encouraged to review these readings to broaden your perspective of the lesson.

- 1. Regional Coordinators Uniform Instruction.
- 2. Uniform Board Bulletins on BUPERS Access from the Navy Uniform Matters Officer. Available:  
<http://www.bupers.navy.mil>

**DISCUSSION POINT****RELATED INSTRUCTOR ACTIVITY****E. Training Materials Required:****1. From the Student Guide:**

- a. TS 8 Chief Petty Officer's Uniform Requirements and Regulations
- b. OS 8-1 Chief Petty Officer's Uniform Requirements and Regulations
- c. IS 8-2 Chief Petty Officer's Uniform Requirements and Regulations
- d. IS 8-3 Rating Insignia Placement

**2. Transparencies:**

- a. TP 8-1 Chief Petty Officer's Uniform Requirements and Regulations
- b. TP 8-2 Enabling Objectives
- c. TP 8-3 Prescribing Authorities
- d. TP 8-4 Service Dress Blue

- e. TP 8-5 Authorized Brief-Stops When Wearing The Working Uniform Off-Base
- f. TP 8-6 Unauthorized Stops When Wearing The Working Uniform Off-Base
- g. TP 8-7 Summer White/Winter Blue
- h. TP 8-8 Service Khakis
- i. TP 8-9 Service Khakis (con't)
- j. TP 8-10 Service Dress Whites
- k. TP 8-11 Dinner Dress Uniforms

**3. Video Tapes: None**

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**DISCUSSION POINT**

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**RELATED INSTRUCTOR ACTIVITY**

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**1. Introduction**

Your new position places you in a highly visible leadership role. You must model the appropriate image by the manner you wear your uniform and by practicing high standards of personal hygiene. You must wear your new uniform with pride and distinction. In your new leadership role, high standards of neatness and cleanliness are expected and must be maintained at all times.

U.S. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in the wearer by the United States.

Navy personnel are expected to present a proud and professional appearance that reflects positively on the individual, the Navy, and the United States. Exemplary military appearance should be the norm for all uniformed personnel.

1. **Display** TP 8-1, Chief Petty Officer's Uniform Requirements and Regulations.

**Refer** to TS 8, Chief Petty Officer's Uniform Requirements and Regulations, and **review** the enabling objectives.

**Display** TP 8-2, Enabling Objectives.

**Refer** to OS 8-1, Chief Petty Officer's Uniform Requirements and Regulations.

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In this topic, we will discuss the requirements and regulations that are specific for the uniforms of a Chief Petty Officer. Additional information is in the Navy Uniform Regulations.

The prescribing authority determines when and where the uniforms included in the U.S. Navy Uniform Manual are appropriate for wear. Uniforms and their components shall be worn as described in the regulations.

As new Chief Petty Officers, you must take the initiative to familiarize yourself with the policies and regulations governing the correct way of wearing the Chief's uniform.

**Question:** What is the purpose of including this lesson in the CPO Indoctrination course?

New uniform

Highly visible

Set the image

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**DISCUSSION POINT**

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**RELATED INSTRUCTOR ACTIVITY**

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**2. Purpose of the U.S. Navy Uniform Regulations**

The U.S. Navy Uniform Regulations is issued by direction of the Chief of Naval Operations (CNO) and carries the force of a General Order. The U.S. Navy Uniform Regulations has two main purposes:

- a. Provide descriptions of all authorized U.S. Navy uniforms and components.
- b. Provide guidance for all Navy activities prescribing uniform wear in order to present a uniform image world-wide.

**3. Prescribing Authority**

The designated area/regional coordinators (found in Section 4, Standard Navy Distribution List, OPNAV P0932-105) are the prescribing authorities responsible for issuing and controlling uniform policy within the geographic limits of their assigned region. This authority cannot be delegated. Afloat, the Senior Officer Present Afloat (SOPA) is responsible for the uniform policy.

**2. Remind** students to consult the U.S. Navy Uniform Regulation manual for other matters, including:

- Special uniform situations
- Navy awards, order of precedence
- Seabag requirements
- Others

**3. Question:** Who is the prescribing authority in our area?

(Answers will depend on your geographic location.)

**Display** TP 8-3, Prescribing Authorities.

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**DISCUSSION POINT**

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Prescribing authorities select uniforms, the individual does not. It is essential that suitable uniforms for the ship and shore, dress and work be prescribed. Each designated region should consider its unique work environments, tenant commands and missions, climatic conditions, geographic location, and public exposure.

Generally, there will be only one uniform of the day authorized for wear at a given time and location. All military personnel, on naval shore activities must wear either the uniform of the day or appropriate civilian attire prescribed by the activity's prescribing authority.

Military and civilian attire must present a neatly groomed and socially acceptable appearance. When warranted by local circumstances, the prescribing authority may prescribe an alternate uniform. In that case, only the minimum number of uniforms required to meet local conditions will be prescribed. A specific uniform will be prescribed for functions involving the civilian community. Local commands may address special uniform requirements to the prescribing authority if a waiver is necessary.

**Question:** What is the prescribed uniform of the day for our area during this period?

(Answers will depend on your geographic location.)

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**DISCUSSION POINT**

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**RELATED INSTRUCTOR ACTIVITY**

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**4. Travel Uniforms**

When traveling on leave, TAD, or transfer, Service Dress Blue may be worn during any season.

For travel within a region, wear either the uniform of the day prescribed for the destination or Service Dress Blue for the entire trip. For travel between regions, wear either the uniform of the day for destination or point of departure for actual travel. A change to the uniform of the day at destination is required to conduct business, or Service Dress Blue may be worn for the entire trip. Working uniforms are not normally authorized for travel unless allowed by proper authorities in specific geographic regions or situations when warranted by local conditions.

Navy personnel traveling aboard any military or commercial contracted (chartered) aircraft may wear civilian clothing when traveling on regular/emergency leave or Space A. Personnel on PCS or TAD orders may travel in civilian clothing unless otherwise directed by cognizant authority. Those who wear a uniform must observe regional travel requirements. Personnel traveling overseas should consult the DoD Foreign Clearance Guide for any particular uniform or civilian clothing requirements for their destination.

**4. Question:** What is the authorized standard uniform for travel anywhere at any period?

Service Dress Blue

**Display** TP 8-4, Service Dress Blue.

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**DISCUSSION POINT**

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When traveling on commercial international flights, Navy personnel on duty, leave, or liberty status will wear an appropriate uniform or civilian clothing as required by the USAF Foreign Clearance Guide. For travel within the U.S., Navy personnel using commercial transportation may wear an appropriate uniform or civilian clothing.

5. Commuting

The prescribing authority may authorize working uniforms (except utilities and coveralls) for commuting to and from work. Commuting is defined as a direct route from place of residence to place of work by means of a private vehicle, to include all travel aboard DoD-owned/controlled aircraft.

a. Working khakis, utilities (excluding coveralls), and camouflaged utility uniform may be worn for brief stops off-base during duty hours or while commuting to and from place of duty, such as:

- 1) Dropping off/picking up children from daycare centers or school.
- 2) Obtaining gas or other essential driving aids (wiper blades, snow chains, fluids, lights, etc.).

a. Ask for students' inputs before identifying the authorized brief-stops when wearing the working uniform off-base.

**Display** TP 8-5, Authorized Brief-Stops When Wearing The Working Uniform Off-Base.

**DISCUSSION POINT****RELATED INSTRUCTOR ACTIVITY**

- 3) Dropping off/picking up laundry or dry-cleaning.
  - 4) Using automatic teller machines.
  - 5) Picking up vehicles at repair shops or service stations.
  - 6) Drive thru windows where exiting the vehicle is not required.
  - 7) Purchasing emergency childcare or health products (milk, diapers, medicine, etc.) at a convenience store or drug store.
  - 8) Conducting business in banks or credit unions.
- b. Working uniforms are not authorized to be worn during the following circumstances:
- 1) Dining in or picking up food at restaurants, pizza parlors, bars, lounges, etc., off base.
  - 2) Dealing with public officials (police, courthouse, attorneys)

- b. Ask for students' inputs before identifying the unauthorized stops when wearing the working uniform off-base.

**Display** TP 8-6, Unauthorized Stops When Wearing The Working Uniform Off-Base.

**DISCUSSION POINT****RELATED INSTRUCTOR ACTIVITY**

- 3) Attending classes or activities, or conducting business at education facilities.
- 4) Dropping off/picking up passengers at commercial airports or bus stations.
- 5) Conducting business (shopping, paying bills) at retail/rental stores, pawn shops, or shopping malls.
- 6) Shopping at grocery stores or supermarkets.
- 7) Going to movie houses, theaters, or other similar entertainment/recreational or sporting events.

**6. Standard Terminology**

One of your important responsibilities, as Chief Petty Officers, is to know, use, and teach the standard terminology relating to the correct wearing of uniforms.

This will help you and your fellow Chiefs enforce uniform standards and aid your subordinates in understanding what is required of them.

6. **Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements And Regulations. **Ask** students to define the following terms and provide examples of each:

- a. Basic components
- b. Prescribable items
- c. Optional items
- d. Conspicuous
- e. Conservative
- f. Faddish

- a. Basic components – Items required as part of the basic uniform. These are the minimum items that are worn unless the prescribing authority directs otherwise.
- b. Prescribable items – Items that may be directed or authorized for wear with the basic uniform. These items may be worn at the individual's discretion unless otherwise directed by the prescribing authority.
- c. Optional items – Items purchased at the wearer's expense, that may be worn with the basic uniform, but that are not prescribable. These items may be worn at the individual's discretion unless otherwise directed by the prescribing authority.

- g. Compliment skin tone

**DISCUSSION POINT****RELATED INSTRUCTOR ACTIVITY**

- d. Conspicuous – That which is obvious to the common eye; attracting attention; striking; bright in color; large in shape. If attention is naturally drawn to or distracted from the professional appearance, it is conspicuous.
- e. Conservative – That which is the opposite of conspicuous. Appearance that does not detract from a professional image of the uniform.
- f. Faddish – A style followed for a short period of time with exaggerated zeal. Fads are generally short in duration, frequently started by an individual or event in the civilian community. Fads are generally conspicuous and detract from professional appearance.
- g. Compliment skin tone – A conservative color that blends with the wearer's natural skin complexion.

- d. No articles shall protrude from or be visible on the uniform, including pagers and cell phones (except when required in the performance of duty and issued by the command, a pager may be worn in an inconspicuous manner).
- f. No eccentric or faddish prescription glasses are permitted. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

**Question:** What are the rules/standards for the wear/use of fingernails, fingernail polish, lipstick, eye shadow, hosiery?

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**7. Headgear**

The cover is an integral part of the uniform. However, there are situations when a cover is not required to be worn, such as:

- a. When on ships at sea outside harbor limits (except on specific watches or on ceremonial occasions.
- b. When safety considerations prohibit its wear (flight lines, etc.)
- c. When attending religious services not associated with a military ceremony.
- d. When indoors, unless otherwise directed by higher authority for special situation/event.

7. **Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements and Regulations and **review** headgear.

**Question:** What special circumstance allows you to remove your cover?

When it is hazardous.

When attending mass.

When at sea.

- d. Examples:

When in any CPO Mess.

On the Mess Decks.

When in a medical facility.

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- e. When riding a bicycle on or off base (safety helmet is strongly recommended).
- f. When traveling inside a private automobile off base. A cover is mandatory when entering or within a military reservation.

8. Shipboard restrictions

Due to the critical nature of our job onboard ships, it is important to know the uniform restrictions associated with working on ships and at industrial areas.

8. **Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements and Regulations, and **review** shipboard restrictions.

**Question:** What are the shipboard restrictions that pertain to uniforms? Discuss.

- a. Polyester uniforms
- b. Skirt/dress shoes
- c. Poromeric shoes
- d. V-neck/Sleeveless undershirts
- e. Acrylic cardigan and V-neck sweater

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**9. Non-availability of Women's Uniforms**

It is important to know that if women's uniform items are not available, they are authorized to wear some male uniform items.

**10. Clothing Replacement Allowance**

As new Chiefs, you will receive an initial clothing allowance for your new set of uniforms. You should also be advised of the NEXCOM Deferred Payment Program which allows you to make monthly installments of at least 1/12th of the total purchase commencing 30 days from the date of the purchase with full payment due 15 days after receipt of your allowance payment.

The uniform shops have also made provisions for you to purchase books from the Naval Heritage Reading List on the deferred plan if you desire.

9. **Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements and Regulations, and **review** non-availability of women's uniforms.

**Question:** Can women wear male uniform items?

Yes, if women's uniform items are not available.

**Note:** Encourage the class to get into the habit of researching the manual for more detailed information.

10. **Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements and Regulations, and **review** clothing replacement allowances.

**Question:** How will you acquire your new uniforms?

Clothing allowance

NEXCOM Deferred Payment Plan

**Refer** to IS 8-2, Chief Petty Officer's Uniform Requirements and Regulations, and **review** each uniform in detail with students.

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**11. Uniform items and their proper wear**

As new Chief Petty Officers, you will make a transition not only in duties and responsibilities, but in uniforms too. It is very important that you become familiar with our uniforms and their proper wear.

You will be looked upon as examples and models of what a Chief looks like in and out of uniform. Wear your uniforms with class and sophistication, but more important - - wear them correctly.

**a. Rating Badges/Awards and Devices**

As important as the uniform itself are the rating badges, awards, and devices worn on the uniform. As a Chief you are a role model, the example to live up to, and so you must ensure that your uniform speaks for you and the CPO community.

**1) CPO rating badges****11. Display** the following TP's, discuss the different required items and occasion for wear.

- TP 8-7 Summer White/Winter Blue
- TP 8-8 Service Khakis
- TP 8-9 Service Khakis (con't)
- TP 8-10 Service Dress Whites

**a. Discuss** with your students the following items. You may want to ask the following questions:**1) Question:** Beside the Service Dress Blue, rating badges are sewn on the left sleeves of what other CPO uniforms?

Dinner Dress Blue Jacket  
Dinner Dress White Jacket

**Display** TP 8-11, Dinner Dress Uniforms.

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2) Special rating badges

2) **Question:** Who are authorized CPO Special Rating Badges?

MCPON, F/F MCPOs, and CMCs.

3) Headgear insignia

3) **Question:** What are the sizes of the CPO cap devices?

1-3/4 inch for cap device

1-1/4 inch for miniature cap device

4) Breast insignia

4) **Question:** What are the regulations for cleaning breast insignia?

Breast insignia should not be polished to the degree that the basic details of the standard insignia are defaced, removed, or altered in general appearance.

5) Name tags and iron-on breast insignia

### 6) Identification Badges

Only one identification badge may be worn at a time, except the post-tour Navy/Fleet/Force/Command Master Chief badge. If you qualify for more than one badge, wear the badge representing your present assignment, otherwise wear the badge you prefer. Attach badges directly to the uniform. Do not hang them on the uniform by key chains, material backings, etc.

The following authorized badges are:

- Presidential Service Badge
- Vice Presidential Service Badge
- Office of the Secretary of Defense
- Joint Chiefs of Staff
- Navy/Fleet/Force/Command Master Chief
- Security
- Career Counselor
- Recruit Company Commander
- MAA/Law Enforcement Badge

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7) Medals and Ribbons

7) **Question:** Full metals are worn on which CPO uniforms?

Full Dress Blues

Full Dress Whites

**Question:** Miniature medals are worn on which CPO uniforms?

Dinner Dress Blues

Dinner Dress Whites

**Display** TP 8-8, Dinner Dress Uniforms.

**Question:** What are the requirements for the AS≡ and AE≡ devices on marksmanship awards?

AS≡ for Sharpshooter

AE≡ for Expert

Those that qualify as a marksman rate the ribbon with no device.

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**b. Collar Insignia**

Metal collar devices (approximately 1”) are worn on the collar points of khaki and blue shirts. (Note: embroidered grade insignia, approximately 1-1/4”, is worn on Navy coveralls.)

Collar grade insignia is worn on both collar points of uniforms

- 1) Long Sleeve Khaki Shirt and Blue Shirt. Center the insignia 1 inch from the front and upper edges of the collar. This applies whether the collar is worn open or closed.
- 2) Open Collar Short Sleeve Shirt and Navy Coveralls. Center the insignia at a point 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.
- 3) Service Dress White.

Men wear collar insignia on the standing collar of the coat with the anchor shank parallel to the vertical edge of the collar. The center of the insignia is on the midline of the standing collar, 1 inch from the vertical edge of the collar.

**Refer** to the U.S. Navy Uniform Regulations, Chapter 4, for appropriate illustration of collar insignia or demonstrate using actual uniforms.

**Refer** to IS 8-3, Rating Insignia Placement.

Women wear collar insignia on the ends of the collar with the anchor shank in the upright position.

The center of the insignia is approximately 1 inch from the bottom edge of the collar and midway between the edges (seam and outer edge) of the collar.

c. Metal Rank Insignia on Outergarments

Metal devices are worn on blue/khaki windbreakers, black jackets, and all-weather coats. (Note: no insignia is worn on reefers and overcoats.) Same device is worn on the garrison cap.

Wear metal rank insignia on each epaulet centered from side to side with the bottom edge of the device approximately  $\frac{3}{4}$  inch from the squared end of the epaulet.

d. Soft Shoulder Boards.

Soft shoulder boards are worn on the Service Dress Blue white shirt and black V-neck sweater. The soft shoulder board is black cloth with anchor (and stars as appropriate). The bottom of the anchor is approximately  $\frac{3}{4}$  inch from the end of the board. Men and women wear same size soft shoulder boards.

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Soft shoulder boards are placed on each epaulet with insignia resting on the squared end of the epaulet.

12. Changes in the Uniform Regulations

12. **Question:** Where do you get information about a uniform change? Possible answers:

CD Rom

Internet

Uniform Board

**Note:** Emphasize that the Student Guide is a supplemental reference only. Be sure to check the updated regulations regularly. The current U.S. Navy Uniform Regulations Manual is your most reliable source of information concerning all matters pertaining to uniforms.

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**DISCUSSION POINT**

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**RELATED INSTRUCTOR ACTIVITY**

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13. Summary

13. Summary

Standard terminology

Shipboard restrictions

Clothing replacement allowance

Uniform items and proper wear

Uniform regulation changes

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